

TEXAS CYBERSECURITY COUNCIL

Building a More Secure and Prosperous Texas

Council Charter



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Texas Cybersecurity Council Charter

1 Purpose

The Texas Cybersecurity Council is created by the Department of Information Resources (Department) to develop enduring partnerships between private industry and public sector organizations to ensure that critical infrastructure and sensitive information are protected, to develop an exemplary cybersecurity workforce to protect technology resources from increasing threats, and develop strategies and solutions that ensure that Texas continues to lead in areas of cybersecurity at a national and international level.

2 Objectives

The objectives of the Texas Cybersecurity Council include:

- Establishing a council that includes a diverse makeup of public and private sector leaders and cybersecurity practitioners to collaborate on matters of cybersecurity concerning the State of Texas
- Develop strategies and solutions to increase the number and quality of cybersecurity practitioners in Texas
- Promote collaboration, innovation, and entrepreneurship in cybersecurity to further develop the cybersecurity industry in Texas
- Evaluate program requirements that establish exemplary cybersecurity practices and consider adoption within private and public entities
- Provide a consistent voice for industry regarding cybersecurity policies at a local, state, and federal level
- Promote awareness and education of cybersecurity throughout the state

3 Authority

Texas Senate Bill 988 from the 82nd Legislative Regular Session authorized the creation of the Texas Cybersecurity, Education, and Economic Development Council (TCEEDC), and Texas Senate Bill 1101 from the 83rd Legislative Regular Session authorizes the Executive Director of DIR to continue the TCEEDC as follows:

“SECTION 1. Section 2054.506, Government Code, is amended to read as follows:

Sec. 2054.506. EXPIRATION OF SUBCHAPTER. This subchapter expires and the Council is abolished September 1, 2015”

Texas Senate Bill 1101 became effective upon signature by the Governor on May 5, 2013.

Texas Senate Bill 1102 from the 82nd Legislative Regular Session authorized the Executive Director of DIR to designate a Cybersecurity Coordinator, and provided the Cybersecurity Coordinator the authority to establish a private industry-government council with the purpose and objectives described above as follows:

TEXAS GOVERNMENT CODE, CHAPTER 2054

SUBCHAPTER O. STATE CYBERSECURITY

Sec. 2054.551. CYBERSECURITY COORDINATOR. The executive director shall designate an employee of the department as the state cybersecurity coordinator to oversee cybersecurity matters for this state.

Sec. 2054.552. PRIVATE INDUSTRY-GOVERNMENT COUNCIL. The state cybersecurity coordinator may establish a council that includes public and private sector leaders and cybersecurity practitioners to collaborate on matters of cybersecurity concerning this state.

Sec. 2054.553. CYBERSECURITY APPROVAL SEAL. The state cybersecurity coordinator may establish a voluntary program that recognizes private and public entities functioning with exemplary cybersecurity practices.

Sec. 2054.554. RECOMMENDATIONS. The state cybersecurity coordinator may implement any portion or all of the recommendations made by the Cybersecurity, Education, and Economic Development Council under Subchapter N.

4 Membership Structure

The Council membership is comprised of participation tiers that limit the leadership and decision making authority to a select and specific group defined as Council Members, and a broad and open participation group defined as Council Partners.

4.1 Council Leadership

The Council will be led by the Cybersecurity Coordinator, as designated by the Department Executive Director. The Council will elect a Vice-Chair that will fulfill the duties of the Chair if for any reason the Chair is temporarily unavailable. If the Vice-Chair cannot fulfill his or her term for any reason, the Council will elect a new Vice-Chair. The Department's Executive Director retains the authority for designation of the Cybersecurity Coordinator / Council Chair should for any reason the role require a replacement.

4.2 Council Membership

4.2.1 Voting Council Members

The following permanent members as designated by the represented agency

- The Council Chair as a representative from the Department
- One representative from the Office of the Governor
- One representative from the Texas Education Agency
- One representative from the Texas Higher Education Coordinating Board
- One representative from the Texas Workforce Commission
- One representative from the Texas Veterans Commission
- One representative from the Texas Military Department

The following rotating members as nominated and approved by Council vote:

- Two representatives with a two year term from Higher Education selected from the state public universities
- One representative with an initial three year term followed by a two year term from Higher Education selected from the state public universities.
- One representative with an initial three year term followed by two year team from a state technical, community, or junior college.

The following private industry members as designated by and serving at the pleasure of the Governor:

- Three representatives from critical infrastructure sectors

4.2.2 Ex-Officio Members

Ex-officio members will participate in Council meetings and provide expertise as needed, but are not voting members. Ex-officio members include the following:

- DIR Executive Director
- DIR General Counsel
- DIR Government Relations staff
- DIR Communications staff
- DIR administrative support staff serving in the capacity of Council Secretariat

4.2.3 Council Partners

Up to five Council Partners serving two year terms, nominated by members of the Council and approved by the

Council membership. Council Partners are non-voting participants of the public-private partnership consisting of organizations or individuals that have the ability to support the achievement of the Council's objectives.

4.3 Roles and Responsibilities

4.3.1 Council

The Council shall:

- Establish and lead task forces to support the objectives of the Council
- Support the Chair in tasks assigned to the Council and approved by the voting members

4.3.2 Chair

The Chair has the following responsibilities:

- Approve meeting agendas and conduct meetings
- Approve meeting minutes
- Preview presentations/materials that are scheduled for Council review and provide feedback
- Appoint task forces when needed and report status of task force assignments
- Promote involvement and participation of all Council members
- Respond to requests to testify on behalf of the Council and make appropriate assignments to Council members to meet these requests
- Appoint partners

4.3.3 Vice-Chair

The Vice-Chair, as elected by the Council and out of current membership, will conduct Council meetings in the temporary absence of the Chair and will provide other assistance as requested.

4.3.4 Task Force Leads

The Task Force Leads will be nominated by the Chair and approved by the voting members of the Council to direct the efforts of individual task forces created to address aspects of cybersecurity pertinent to the mission of the Council. Task Force leads will provide leadership to the individual Task Force and ensure that objectives are accomplished. Task Force Leads will assist in developing agendas, reports, and presentations and will provide other assistance as requested.

4.3.5 Secretariat

The Secretariat is a DIR employee who will work with the Chair to organize the Council meetings. The Secretariat

has primary responsibility to: Schedule meetings and communicate agendas prior to each meeting

- Record and forward meeting notes to the Chair for approval prior to distribution
- Maintain the roster of the Council members
- Maintain a repository that includes meeting notes, a log and status of issues discussed and elevated, and other such documents required by the Chair

4.3.6 Council Member

Each Council member is expected to adhere to the meeting guidelines and participate in Council meetings.

Council members should fulfill the following responsibilities:

- Attend Council meetings and actively participate
- Prepare for Council meetings
- Offer strategic insight and perspective to support of the objectives of Council
- Provide their vote against or in favor of decisions faced by the Council
- Lead or serve on task forces as requested

4.3.7 Council Partners

Council Partners will adhere to the following:

- Attend Council meetings when requested, adhering to meeting guidelines with participation during defined portions of the meeting as specified in the agenda or requested by the Chairperson
- Actively participate in task forces as requested
- Provide support of the Council's initiatives

5 Meetings

5.1 Schedule

The Council will meet at least quarterly, or at more frequent regular intervals agreed by the Council Members. Additional meetings may be scheduled at the discretion of the Chair.

5.2 Attendance

All Council Members are expected to regularly attend scheduled meetings.

5.3 Guidelines

The Council Chair will conduct each meeting in accordance with the following guidelines:

- The agenda and other materials for discussion will be distributed in a manner to provide as much advance notice as possible, but no later than two business days prior to the Council meeting.

- Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting.
- All members should be prepared to actively participate in any discussions or decision- making.
- Meeting minutes are prepared and distributed within three days following meetings.
- Minutes will be posted in the repository for the Council.

6 Voting

Voting may be required as part of a decision making process when adopting recommendations or taking actions on matters before the Council. Each Voting Council Member has one vote, and a simple majority vote of the members present will be used to approve recommendations or actions.

Parties interested in serving on the Council as a rotating member or Council partner are required to complete and submit an application to the Council chair. When there is an opening for one of these positions, applications will be reviewed and voted on quarterly. When a rotating member's two year term has expired, the member may reapply for the open position.

Appointment of rotating Council Members will be based on nomination by any Council Member and a majority vote of a quorum of members. A quorum for membership decisions is defined as more than one half of the voting membership.

7 Communication

7.1 Reporting

Meeting minutes and action items will be documented by the Secretariat. The Chair will review all Council outputs prior to distribution to the Council Members and the executive director. The Secretariat will also maintain the Council's log of recommendations.

7.2 Partner Updates

Texas Cybersecurity Council activities will be communicated using a Council update provided by the Department at least quarterly, available to any external audience.

7.3 Charter Document Control

The Council Chair is responsible for maintaining this document with the assistance from the Secretariat.

The most recent version will be maintained in the Council repository along with other Council governance documents, meeting minutes, and supporting materials.

Events that prompt the review of this document include modifications to the document and membership changes.

Appendix A – Membership Roster

Representative Name	Role	Representing	Title	Email address	Term of Service to the Council
Permanent Council Members					
Todd Kimbriel	Council Chair	Department of Information Resources	Interim Cybersecurity Coordinator	todd.kimbriel@dir.texas.gov	
Jared Staples	Council Member	Policy Advisor	Office of the Governor	Jared.Staples@gov.texas.gov	
	Council Member	Texas Education Agency			
Garry Tomerlin	Council Member	Texas Higher Education Coordinating Board	Deputy Assistant Commissioner	Garry.Tomerlin@THECB.state.tx.us	
Dale Robertson	Council Member	Texas Workforce Commission	Texas Workforce Commission: Office of Employer Initiatives	Dale.robertson@twc.state.tx.us	

Representative Name	Role	Representing	Agency/Organization	Email address	Term of Service to the Council
	Council Member	Texas Veterans Commission			
	Council Member	Texas Military Depart			
Rotating Council Members					
Greg White	Public University Representative	University of Texas	Director, CIAS, UT-San Antonio	greg.white@utsa.edu	
Sam Segan	Public University Representative	Texas Tech	CIO, Texas Tech University	Sam.segran@ttu.edu	
Mary Dickerson	Public University Representative; Vice-Chair	University of Houston	Exec Director IT Security, CISO, University of Houston	MDickerson@UH.EDU	
David Abarca	Community College Representative	Community College	Information Security Program Director, Del Mar College	dabarca@delmar.edu	
Robert Butler	Private Industry Representative	Industry	Vice President of Government Strategies, IO	bbutler@cyberstrategies.org	
	Private Industry Representative	Industry			
	Private Industry Representative	Industry			
Ex-Officio Council Members					
Stacey Napier	Executive Sponsor	DIR	DIR, Executive Director	Stacey.napier@dir.texas.gov	
Representative Name	Role	Representing	Agency/Organization	Email address	Term of Service to the Council
Martin Zelinsky	Legal	DIR	DIR, General Counsel	Martin.Zelinsky@dir.texas.gov	
Robert Armstrong	Government Relations	DIR	DIR, Public Affairs	Robert.armstrong@dir.texas.gov	

Hannah Kasper	Communications/secretariat	DIR	DIR, Communications	Hannah.kasper@dir.texas.gov	
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Appendix B - Version History

Number	Change Date	Author	Summary of Change
0.1	11/12/13	Brian Engle	Initial draft for review
0.2	04/7/14	Brian Engle	Final Draft for review
1.0	10/22/15	Edward Block	Final Draft for review
2.0	12/15/16	Todd Kimbriel	Final Draft for review

Appendix C - Document Review

This document is reviewed/approved by the following individuals:

Name/Group	Title	Reviews/Approves
Stacey Napier	Executive Director, DIR	Reviewed and approved
Todd Kimbriel	Interim Chair, Texas Cybersecurity Council	Reviewed and approved
Martin Zelinsky	General Counsel, DIR	Reviewed and approved
Texas Cybersecurity Council	Council Members	Reviewed and approved